

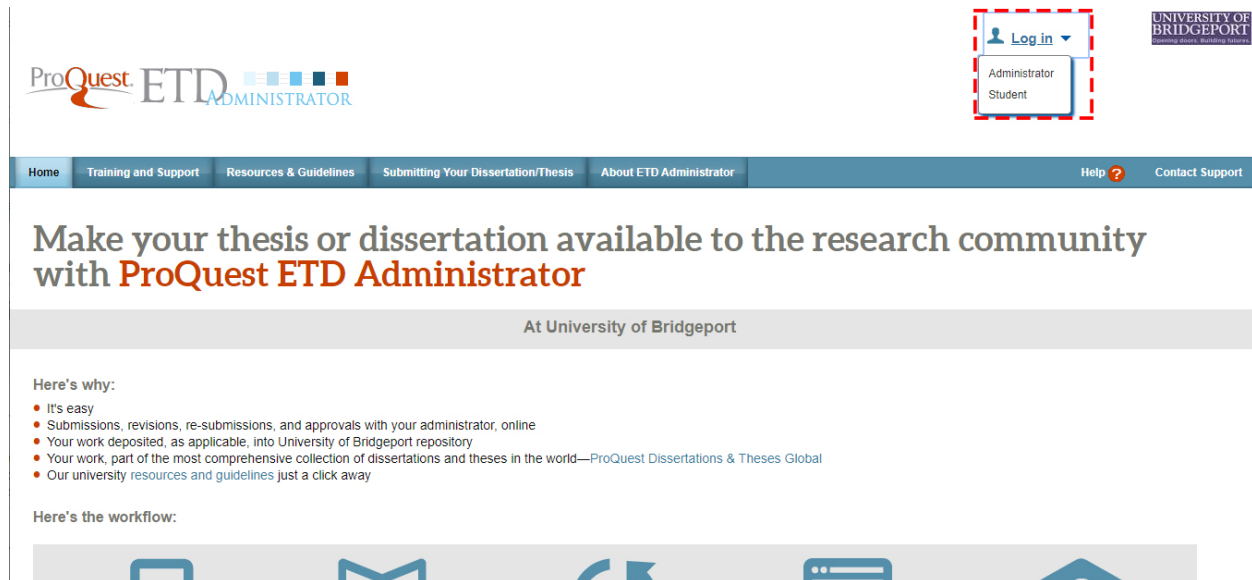
ProQuest ETD Administrator-Student Guide

[ProQuest's ETD Administrator](#) platform is where you will submit your Dissertation or Thesis. This is a guide on how to use that system and topics for your consideration.

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1. Log in to ProQuest ETD Administrator

To submit your thesis or dissertation to ProQuest go to <https://www.etsadmin.com/main/home?siteId=672>. Once there you can log in using the “Log In” dropdown and selecting “Student”. Create an account if you do not already have one.



2. Start a New Submission

Once logged in you are able to create a new dissertation/thesis submission or continue working on an existing submission. To submit your dissertation/thesis click on the “Submit new dissertation/thesis” link.

ProQuest ETD ADMINISTRATOR

Matthew Sherman

UNIVERSITY OF BRIDGEPORT

My ETDs Resources & Guidelines

My Dissertations/Theses List Submit my ETD My Profile Help Contact Support

My Dissertations/Theses List

Welcome to the ETD Administrator - [University of Bridgeport](#)

Please select your dissertation/thesis below to revise or continue your submission.

-- Submission in progress --
ID: 10093
Status: Withdrawn
[View](#)

Need to create a new submission? [Submit new dissertation/thesis](#)

[University of Bridgeport](#)

Once you start a submission ProQuest will outline the basic requirements you need. Make sure that you have the version of your thesis or dissertation that has been approved by the committee that you want uploaded to ProQuest, any supplemental materials that you also want to upload, and are prepared to describe your work within the submission form.

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Submission steps

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- ☐ Instructions
- ☐ PQ publishing options
- ☐ ProQuest agreement
- ☐ IR publishing options
- ☐ Contact information

About my dissertation/thesis:

- ☐ Dissertation/Thesis details
- ☐ PDF
- ☐ Supplemental files (optional)
- ☐ Notes (optional)

Submission & payment:

- ☐ Register U.S. Copyright

Welcome to the ETD Administrator @ University of Bridgeport

Start the process of publishing to ProQuest Dissertations Publishing by submitting your completed dissertation/thesis using ETD Administrator.

You will be entering information about your dissertation/thesis, uploading a copy of your work, and ordering printed copies (if desired). Your submission will be reviewed by staff at your school before they deliver it to ProQuest.

Note: If you need to finish your submission later (for instance, if you need to update your PDF file before uploading it), you can **save your information and come back later to finish**. No information will be lost.

Some items to have on hand:

- A PDF copy of your dissertation/thesis. This must be a single file. If your manuscript is in Word or RTF format, we can convert it into a PDF.
- Abstract
- Optional Supplementary files (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text.
- Advisor and other Committee Members' Names
- Subject Categories - 1 - 3 that best describe your dissertation/thesis' subject area. ([Subject Category list](#))

[Continue](#)

3. Determine Publishing Options

PQ Publishing options: The first thing ProQuest asks is what type of publishing type you want through ProQuest. You can select the traditional publishing model or open access publishing model. Both publishing models are a form of non-exclusive publishing agreement so you will retain the copyright to your work and can distribute it in other places and through other forms.

The traditional publishing model has no charges associated with it, though only people at institutions with a subscription to ProQuest Dissertations and Theses will have access to your dissertation/thesis through that database. The traditional publishing model also allows some potential for royalties through ProQuest, though you should read the fine print as the stipulations make it unlikely for most people to make much, if anything, from it.

The open access publishing model has a fee associated with it, though anyone can access your dissertation/thesis through the ProQuest database. Regardless, you still own your copyright and can distribute your document as you wish.

Once you decide on the publishing type you wish to use there are two other publishing options you need to consider. First you need to decide whether or not you want to have your dissertation/thesis (that is in ProQuest) discoverable by major search engines. Secondly, you need to say whether or not you need an embargo on your dissertation/thesis to delay access due to a pending patent or other reason that you would need to delay the ability of people to read your work. Once you have made your decisions click “Continue”.

The screenshot shows the 'Publishing Options' section of the ProQuest submission process. On the left is a sidebar with 'Submission steps' including 'Publishing information:', 'PQ publishing options' (selected), 'IR publishing options', 'Contact information', 'About my dissertation/thesis:', 'Dissertation/Thesis details', 'PDF', 'Supplemental files (optional)', 'Notes (optional)', 'Submission & payment:', 'Register U.S. Copyright', 'Order copies', 'Shipping address', and 'Submit'. The main content area is titled 'Publishing Options' and contains the following sections:

- Select Type of Publishing ***
 - ☒ **Traditional Publishing** [View agreement](#)
 - I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work.
 - I understand that I must maintain a current mailing address with ProQuest in order to be eligible to receive royalties.
 - I understand that ProQuest does not charge a fee for Traditional Publishing.
 - I understand that my work will be available through [ProQuest Dissertations & Theses](#), [Paradigms](#), and [Dissertation Express](#), and that a citation/abstract may appear in some [indexes](#) (e.g. SciFinder, MathSciNet, PsycINFO, etc.).
 - ☐ **Open Access Publishing PLUS** [View agreement](#)
 - I want the broadest possible dissemination of my work, and I want to provide free global access to the electronic copy of my work via the internet.
 - I understand that I will not be eligible to receive royalties.
 - I understand that the ProQuest fee for Open Access Publishing PLUS is \$95.00 USD.
 - I understand that I will pay the fee, unless notified by my graduate institution that the school will pay.
 - I understand that my work will be available through [ProQuest Dissertations & Theses](#), [Paradigms](#), and [Dissertation Express](#), and that a citation/abstract may appear in some [indexes](#) (e.g. SciFinder, MathSciNet, PsycINFO, etc.).
- Select Publishing Options**

I want major search engines (e.g. Google, Yahoo) to discover my work through ProQuest. * [Learn more](#)

☐ Yes
☐ No
- Access options (e.g., delaying the release of your work)**

If you choose to delay the release of your work, access to the full text of your work will be delayed for the period of time that you specify. The citation and abstract of your work will be available through ProQuest and may be available through your institutional repository.

Note: Most institutions have delayed release (or embargo) policies. Please consult with your Graduate School for more information.

Delaying release in ProQuest

I want my work to be available in ProQuest as soon as it is published. *

☐ Yes
☐ No - I have patents pending, or another reason why I need to delay access to the full text of my work.

At the bottom of the form is a blue button labeled 'Save & Continue'.

ProQuest agreement: Regardless of which publishing model you chose you will need to acknowledge the publishing agreement of your choice to continue.

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☐ Supplemental files (optional)

☐ Notes (optional)

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☐ Shipping address

☐ Submit

ProQuest Agreement

Traditional Publishing Agreement

This Agreement is between the author (Author) and ProQuest LLC, through its ProQuest® Dissertation Publishing business (ProQuest). Under this Agreement, Author grants ProQuest certain rights to preserve, archive and publish the dissertation or thesis, abstract, and index terms (the Work) provided by Author to ProQuest.

Section I. License for inclusion of the Work in ProQuest® Publishing Program.

Grant of Rights. Author hereby grants to ProQuest the non-exclusive, worldwide right to reproduce, distribute, display and transmit the Work (in whole or in part) in such tangible and electronic formats as may be in existence now or developed in the future. Author further grants to ProQuest the right to include the abstract, bibliography and other metadata in the ProQuest Dissertations and Theses database (PQDT) and in ProQuest's Dissertation Abstracts International and any successor or related index and/or finding products or services.

ProQuest® Publishing Program - Election and Elements. The rights granted above shall be exercised according to the publishing option selected by Author on the previous Publishing Options screen, and subject to the following additional Publishing Program requirements:

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Copyright and Deposit with the Library of Congress. At Author's option, as indicated in the Register U.S. Copyright screen of the online submission process, and upon payment of the applicable fee, ProQuest will submit an application for registration of Author's copyright in the Work in Author's name. In addition, regardless of whether copyright registration of the Work is sought, ProQuest may make a copy of the Work available to the Library of Congress in digital, microform or other format as required by the Library of Congress.

Delivery of the Work. Author shall provide to ProQuest the Work and all necessary supporting documents during the online submission process, according to [Guide 1: Preparing Your Manuscript for Submission](#).

Rights Verification. Author represents and warrants that Author is the copyright holder of the Work and has obtained all necessary rights to permit ProQuest to reproduce and distribute third party materials contained in any part of the Work, including all necessary licenses for any non-public, third party software necessary to access, display, and run or print the Work. Author is solely responsible and will indemnify ProQuest for any third party claims related to the Work as submitted for publication.

Section II. Rights pursuant to Traditional Publishing.

Author's election of Traditional as the type of Publishing confirms Author's choice to have ProQuest publish the Work according to the Traditional Publishing option described below:

Traditional Publishing. ProQuest may exercise the rights granted under Section I above including through the sale of individual copies of the Work in tangible or electronic media and/or as part of electronic database and reference products or services.

Publishing Fees and Royalties. There is no publishing fee charged for dissertations and theses submitted through the ProQuest® ETD Administrator. Author's institution may assess additional fees. ProQuest will pay royalties of 10% of its net revenue from sales of the Work, conditioned on Author maintaining a current address on record with ProQuest. Royalties will be paid when accrued earned royalties reach \$25.00 USD. If, after 25 years, earned royalties do not accrue to at least \$25.00 USD, ProQuest's royalty payment obligation will cease.

Acknowledgement: I have read, understand and agree to this ProQuest Agreement, including all rights and restrictions included within the publishing option that I have chosen.

Accept

Decline

4. Decide Whether to Include in UB's Institutional Repository

IR publishing options: Next you need to determine whether or not you want to include your dissertation/thesis in UB's institutional repository UB ScholarWorks. This is a place administered by UB where you can provide your work open access for increased visibility and usage of your work. Check with your department to see whether there is a requirement of your program to deposit a copy in UB ScholarWorks.

The screenshot shows the ProQuest ETD Administrator interface. At the top, there is a header with the ProQuest ETD Administrator logo on the left, a user profile for Matthew Sherman in the center, and the University of Bridgeport logo on the right. Below the header is a navigation bar with tabs for 'My ETDs' and 'Resources & Guidelines'. Under 'My ETDs', there are links for 'My Dissertations/Theses List', 'Submit my ETD', and 'My Profile'. A 'Help' link and 'Contact Support' are also present. The main content area is titled 'Institutional Repository (IR) Publishing Options'. On the left, there is a sidebar with 'Submission steps' including 'Publishing information:', 'PQ publishing options', 'ProQuest agreement', 'IR publishing options' (which is highlighted), 'Contact information', 'About my dissertation/thesis:', 'Dissertation/Thesis details', 'PDF', 'Supplemental files (optional)', and 'Notes (optional)'. The main content area for 'IR publishing options' contains the text 'I want my work included in my school's IR *' with radio buttons for 'Yes' and 'No'. A 'Save & Continue' button is located below the radio buttons.

University agreement: If you agree to post your dissertation/thesis in UB ScholarWorks then please read over UB's non-exclusive deposit agreement and acknowledge it to continue.

The screenshot shows the ProQuest ETD Administrator interface at the 'University Agreement' step. The header and navigation bar are the same as in the previous screenshot. The main content area is titled 'University Agreement'. On the left, the 'Submission steps' sidebar is updated to include 'University agreement' (highlighted) and 'Contact information'. The main content area displays the 'NON-EXCLUSIVE DISTRIBUTION LICENSE' text, which includes the following paragraphs: 'By signing and submitting this license, you (the author(s) or copyright owner) grants to the University of Bridgeport (UB) the non-exclusive right to reproduce and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video.', 'You agree that UB may, without changing the content, translate the submission to any medium or format for the purpose of preservation.', 'You also agree that UB may keep more than one copy of this submission for purposes of security, back-up and preservation.', 'You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.', 'If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant UB the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.', 'IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN UB, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.', and 'UB will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission.' At the bottom of the main content area, there is a checkbox labeled 'I have read, understand and agree to this University Agreement.' and a 'Save & Continue' button.


5. Provide ProQuest Your Contact Information

Contact information: The final bit of publishing information ProQuest requests is contact information for you as the author. This is the standard name and address form that is common throughout the internet. The unique fields to keep in mind though is the fields for ORCID, Institutional ID, and permanent e-mail. An ORCID (Open Researcher and Contributor ID) is a unique identifier that helps associate your works and differentiates you with others that share your name. This is not required to continue on but if you have one it is important to include it, or if you do not have one and you have many publications or expect to be publishing in the future it is worth creating one. Institutional ID is your UB student ID number. The permanent e-mail is a non-university e-mail that ProQuest can use to contact you after graduation.

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☐ PDF

☐ Supplemental files (optional)

☐ Notes (optional)

Submission & payment:

☒ Register U.S. Copyright

☐ Order copies

☐ Shipping address

☐ Submit

Contact information

Please enter your contact information. This information will be used to process your submission.


* - required

Contact information:

First name *

Middle name:

Last name *

ORCID ID 

orcid.org/

Look up

Create

Your university requires you to associate an ORCID Identifier with your submission.

Institutional Student ID *

Permanent email address *

We use your email address to contact you, as necessary, about your submission.

Mailing address

You collect your mailing address on behalf of your institution so it can contact you about matters such as your submission and related graduation requirements. Additionally, eligible royalty payments generated by sales of your work will be sent by ProQuest to the mailing address you provide here.

Country *

-- Select Country --

Street Address *

Street Address line 2

Street Address line 3

City *

State/Province

Zip/Postal code *

Enter NA if your selected country does not use Zip or Postal codes.

Future offers

You will have the opportunity to order copies of your work later in the submission process. Would you like us to contact you with future discount offers to buy additional copies of your work?

☐ Yes, please contact me with future offers.

Continue

Updated 1-Feb-22

6. Provide Dissertation/Thesis Details

Dissertation/Thesis details: Now with the publishing information completed you will move on to the actual dissertation/thesis submission. You start with the simple items that you already have in your document by setting the language and copying/pasting the title and abstract from your document to the form. If you would like to include the title and abstract in a second language to help scholars from another language group you can optionally include one other version of your title and abstract which is in a different language; though you can only choose one language so chose accordingly if you wish to use this function. After that you need to provide the date when you completed your manuscript. Then you need to provide information about your degree: the year you graduated, what your degree is, and which department you obtained your degree from. At this point you need to think of how you describe your work. ProQuest asks you to determine the primary subject category from their list, as well as providing you the ability to select up to two secondary categories if there are other relevant categories in the list. You may include up to six keywords that describe your dissertation/thesis that will be used to help your work be returned in ProQuest Dissertation and Theses searches. Finally for this page you need to provide the names of your advisor, committee chair, and the committee members overseeing your dissertation/thesis before you can continue.

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☐ PDF

☐ Supplemental files (optional)

☐ Notes (optional)

Submission & payment:

☐ Register U.S. Copyright

☐ Order copies

☐ Shipping address

☐ Submit

Dissertation/Thesis Details

Primary language of your dissertation/thesis*:

English - en

Title (as displayed in your dissertation/thesis)*:

Abstract (as displayed in your dissertation/thesis)*:

Paste your abstract below. Formatting will not be shown here, but will display when your abstract is viewed in ProQuest databases.

Do not include personal information in your abstract.

Would you like to enter an optional translated version of your title and / or abstract to expand your potential researcher audience?

Yes

No

Year Manuscript Completed*:

Year

Degree Date*:

Year

Degree Awarded*:

Department*:

Primary Subject Category*:

Additional Subject Categories:

Keywords (include up to 6):

Advisor/Supervisor/Committee Chair*:

Enter your primary advisor(s), not your entire committee. Do not include degrees as part of the name.

First name:

Middle initial:

Last name:

Committee Members:

Include up to 10 names. Do not include degrees as part of the name.

First name:

Middle initial:

Last name:

Add another member

Save & Continue

University of Windsor

About ProQuest Dissertations

Contact Us

Terms and Conditions

Privacy Policy

Cookie Policy

Accessibility

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7. Upload PDF Copy of Your Dissertation/Thesis

PDF: Now you simply need to upload the PDF copy of your dissertation/thesis. There is an option to upload items in Microsoft Word format or as an RTF file and the system can run a conversion process on it; however, if you want to know that the document is formatted the way you want it formatted you should upload it as a PDF. Make sure to upload the version that was approved by your committee with whatever corrections they requested. This page is also where you would upload any copyright permissions you may have obtained for use of copyrighted material within your dissertation/thesis.

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Submission steps	PDF of your thesis or dissertation			
Publishing information:	Upload a PDF of your thesis or dissertation*			PDF Help
<input checked="" type="checkbox"/> Instructions	PDF is the required format for ETD submission. If you are unable to convert your manuscript into PDF, you have the option to upload a Word or RTF file below and we will convert your file into PDF.			+ Can I change this file later?
<input checked="" type="checkbox"/> PQ publishing options	Upload file			+ File name limit
<input checked="" type="checkbox"/> ProQuest agreement				+ Embedding fonts
<input checked="" type="checkbox"/> IR publishing options				+ Security settings
<input checked="" type="checkbox"/> University agreement				
<input checked="" type="checkbox"/> Contact information				
About my dissertation/thesis:	Do you have any copyright permission documents to submit? *			
<input checked="" type="checkbox"/> Dissertation/Thesis details	If copyright permission documents are included in your dissertation/thesis file, you do not need to submit them separately.			
<input type="checkbox"/> PDF	<input type="radio"/> Yes <input type="radio"/> No			
<input type="checkbox"/> Supplemental files (optional)	Save & Continue			
<input type="checkbox"/> Notes (optional)				

Supplemental files (optional): If you have any additional files that were made in the course of creating your dissertation/thesis you can upload them on this page. This may include things such as data sets, computer programs, images, and various other items.

Submission steps	Supplemental Files (optional)	
Publishing information:	If supplementary materials - like audio, video and spreadsheets - are part of your dissertation or thesis, you can submit them as supplemental files. These files will be made available in ProQuest Dissertations & Theses when your work is published.	
<input checked="" type="checkbox"/> Instructions	Supplemental file requirements:	
<input checked="" type="checkbox"/> PQ publishing options	<ul style="list-style-type: none">Do not upload files that someone else holds rights to (for example, third party software such as Microsoft Excel). However, uploading your Excel spreadsheet is OK.Zip large files, a large group of files, or files that have a directory structure.	
<input checked="" type="checkbox"/> ProQuest agreement		
<input checked="" type="checkbox"/> IR publishing options		
<input checked="" type="checkbox"/> University agreement		
<input checked="" type="checkbox"/> Contact information		
About my dissertation/thesis:		
<input checked="" type="checkbox"/> Dissertation/Thesis details		
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Submission & payment:		
<input type="checkbox"/> Register U.S. Copyright		
<input type="checkbox"/> Order copies		
<input type="checkbox"/> Shipping address		
<input type="checkbox"/> Submit		
	Add another supplemental file	
	Save & Continue	

Notes (optional): If you have any additional notes you need to provide the campus administrator to know or consider when they are reviewing your submission please include it on this page.


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☐ Supplemental files (optional)

☐ Notes (optional)

Submission & payment:

Notes to Administrator (optional)

Include any notes you have for the administrator at your graduate school who will be reviewing your submission. If you will be unreachable via email, note the best way to contact you here as well.

Notes to Administrator:

(Maximum characters: 200)

Clear

Save & Continue


8. Decide on Copyright Registration

Register U.S. Copyright: Next ProQuest asks if you would like to register your work with the US Copyright Office. Current US copyright law does not require this as your work is automatically protected at the moment of creation. You can still take legal action against anyone violating your copyright, even if you do not file with the US Copyright Office. There are some reasons you may want to register your copyright, in which case you can use ProQuest's service. You can always register it yourself at copyright.gov at a lower cost. Regardless, if you do use ProQuest's services for copyright you need to let them know whether or not copyright was previously registered and if you want them to register copyright on your behalf.

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Register U.S. Copyright

At ProQuest, we make copyright registration easy - by submitting your application to the United States Office of Copyright on your behalf and providing you with the certificate from the Library of Congress. Registering your copyright via ProQuest is the fastest and most efficient method currently available.

How to take advantage of our copyright service:

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If you wish, ProQuest Dissertation Publishing will act on your behalf as your agent with the United States Copyright Office and apply for copyright registration as part of the publishing process. [Learn more](#)

We will:

- Prepare an application in your name
- Submit your application fee
- Deposit the required copy or copies of the manuscript
- Mail you the completed certificate of registration from the Library of Congress

1. Previous U.S. Copyright Registration

Has registration for your published dissertation/thesis, or for an earlier version of the manuscript, been made with the Copyright Office?

☐ Yes - copyright was previously filed

☐ No

2. Requesting ProQuest to file for U.S. Copyright Registration

☐ No, do not file for copyright—I am requesting that ProQuest not file for copyright on my behalf

☐ Yes, file for a new copyright—I am requesting that ProQuest file for copyright on my behalf

Required: Select the checkbox to indicate you have read, understood, and agree to the following:

- I will pay a fee of \$55.00 (U.S. dollars) to ProQuest for filing on my behalf with the U.S. Copyright Office.
- I am the sole author of the dissertation or thesis I submitted to ProQuest.
- I do not acknowledge any co-authors or co-claimants of my work.

[See manuscript examples](#) rejected and deemed not by a sole author.

Save & Continue

9. Ordering Physical Copies

Order copies: ProQuest will offer you the opportunity to obtain a print copy of your dissertation/thesis. There is no physical submission requirement for your dissertation/thesis with the University or the Wahlstrom Library, though you should check to make sure there is not one with your department. If you would like a physical copy for yourself, or if your department requires a copy, simply enter how many copies you would like and in what format; otherwise click the decline button.

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